

CHAFEE FOSTER CARE INDEPENDENCE PROGRAM SUPPORT APPLICATION

PURPOSE:

The CS-ILP-4 form is used to enroll youth in the Chafee Foster Care Independence Program (CFCIP). Youth who have exited the Division's care and custody on their 18th birthday or after, but have not reached age 21 are eligible to participate in this program.

NUMBER OF COPIES AND DISTRIBUTION:

The CS-ILP-4 is a two copy non-carboning form that is completed by the former foster youth. Upon receipt of the form from the youth, Children's Services (CS) staff or the Independent Living (IL) Specialist shall meet with the youth and assist in the completion of the form as necessary to gather all relevant information. Once the needs of the youth have been assessed, the IL Specialist or CS staff and IL Specialist shall assist the youth in designing a plan that is realistic and supports the youth's efforts to become self-sufficient or continue to live independently. The IL Specialist shall begin a separate file for each youth upon receipt of the referral and reopen the SS-61.

INSTRUCTION FOR COMPLETION:

This form was designed to be a simple, consistent and comprehensive tool for referring and assessing the needs of former foster youth for the CFCIP. The form is meant to be continuous and not divided into sections. When completed, the form will provide the following information on the youth:

- Identifying information for the youth.
- Current housing situation and household composition.
- Educational level and completion.
- Employment and salary information.
- Current and outstanding bills.
- Medical/mental health needs and access.
- Available family/community resources.
- Current/Future needs.
- Ability/inability to reach self-sufficiency and continued independence.
- Present and future goals.
- Willingness to accept personal responsibility.

CS staff or the IL Specialist shall complete a database search to confirm the current age of the youth and the age at discharge to ensure program eligibility and document the findings on the form. When the youth is determined eligible for services, the IL Specialist must negotiate a realistic and supportive agreement/plan with the youth in assisting his/her efforts to reach self-sufficiency. The agreement shall be updated/renegotiated within 90 days to review the progress made.

INSTRUCTION FOR RETENTION:

The IL Specialist shall maintain a permanent record for each youth returning to the Division for assistance. Youth may only request assistance once or return intermittently as services are needed. If there are multiple requests for services throughout the youth's eligibility, the CS-ILP-4 shall be completed at each interval. This form shall be retained in the youth's file until the entire case is destroyed.

MEMORANDUM HISTORY: CSO1-08